

Department of Social and Health Services  
Olympia, Washington

**ELIGIBILITY A-Z MANUAL REVISION**

Revision #	<b>520</b>
Category / Section	<b>PAYEES ON BENEFIT ISSUANCES/ C. PROTECTIVE PAYEES</b>
Issued	<b>July 1, 2006</b>
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**REMOVE**

**After** CLARIFYING INFORMATION  
Criminal Background check,

**WORKER RESPONSIBILITIES, a. i**

**Remove:** Notifies protective payees to complete a Background Inquiry Application form, DSHS 09-**653** for themselves and all employees or designees dealing or having access to our clients. This is done yearly and when hiring a new employee or signing a new contract;

From **WORKER RESPONSIBILITIES, a. ii**

**Remove:** Indicate at the top of the form that they are requesting a background check for a protective payee;

From **WORKER RESPONSIBILITIES, a. iii**

**Remove:** Complete Section 1 box 1 with one of the following addresses:

1. Region One payee
2. Region Two Payee/li>
3. Region Three Payee
4. Region Four Payee
5. Region Five Payee
6. Region Six Payee

**INSERT**

**After** CLARIFYING INFORMATION  
Criminal Background check,

**WORKER RESPONSIBILITIES, a.i :**

**Insert** "Notifies protective payees to complete a Background Inquiry Application form, DSHS 09-**891** for themselves and all employees or designees dealing or having access to our clients. This is done yearly and when hiring a new employee or signing a new contract;

**WORKER RESPONSIBILITIES, a. ii:**

**Insert:** " In section 1 Box 3, write in the ESA box "Protective Payee"

**WORKER RESPONSIBILITIES, a. iii:**

**Insert:** "Complete Section 1 box 4 with just the BCCU Account. Number according to your region:

1. Region One 11001440
2. Region Two 11001441
3. Region Three 11001442
4. Region Four 11001443
5. Region Five 11001445
6. Region Six 11001439

From **WORKER RESPONSIBILITIES**, a. iv  
**Remove:** "Complete Box 2a with  
Contractor's name and address"

**WORKER RESPONSIBILITIES**, a. iv:  
**Insert:** "Complete Box 5 with Contractor's  
Contract number"

### **Summary**

This revision is done to bring A-Z Manual in compliance with policy changes that are in effect June 1, 2006.